

**MINUTES / ACTIONS**

**STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,
JUNE 3, 2014 HAS BEEN CANCELLED**

AGENDA

**STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JUNE 4, 2014
9:00 A.M.**

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET,
BATON ROUGE, LOUISIANA)

- **Roll Call**

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:10 A.M. ON WEDNESDAY, JUNE 4, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS D. SCOTT HUGHES, SIDNEY TOBIAS, C. PETE FREMIN AND RONALD CARRERE. VICE-CHAIRMAN JOHN MCLURE AND COMMISSIONER G. LEE GRIFFIN WERE ABSENT.

- **Opportunity for Public Comment (No Attachment)**

- **Robert S. Lawrence, State Examiner, provided the following comments:**

“In accordance with Acts 2013, Number 313 the State Civil Service Commission shall approve all pay actions for the State Examiner as you know. On June 5, 2013 I was offered and accepted the appointment to the position of State Examiner an AS625 from the position of Deputy State Examiner AS623. The appointment was to a probational working test period. The appointment would have been considered a promotion under Rule 6.7. On December 5, 2013, I successfully completed the working test period and was granted a 10.5% increase effective from that date. Under Rule 6.5(h), I retain eligibility for a pay increase commensurate with the two-step increase or a two-step promotion of as much as 10.5% for a period not to exceed one year. My eligibility to have my pay increased for the period between June 5, 2013 and December 5, 2013, expires after today. So I respectfully request the Commission in its authority to approve pay actions for the State Examiner to grant me a lump sum payment equivalent to the increase of 10.5% effective June 5, 2013 through December 5, 2013, inasmuch as the appointment would have been considered a promotion under Rule 6.7. Your consideration to approve this request as the approval itself would be greatly appreciated. Thank you.”

- **Adrienne Bordelon, General Counsel, State Civil Service Commission, advised the Commission with the following comments:**

“Mr. Chairman, members of the Commission, in light of the litigation that’s pending against this Commission by Mr. Lawrence, upon advice of counsel, I would impress you to make no comments.”

THE STATE CIVIL SERVICE COMMISSION THANKED MR. LAWRENCE FOR HIS COMMENTS AND TOOK NO ACTION.

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Public hearing to consider repeal of State Civil Service Rule 17.14(8). (Details contained in General Circular 2014-013.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER REPEALING STATE CIVIL SERVICE RULE 17.14(8) AND PROVIDED AN OPPORTUNITY FOR PUBLIC COMMENTS; NO REQUESTS TO COMMENT WERE RECEIVED.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION REPEALED STATE CIVIL SERVICE RULE 17.14(8) WITH AN EFFECTIVE DATE OF JULY 1, 2014.

- 2) Request of the Department of Natural Resources for authority under the provisions of State Civil Service Rule 4.1(d)1, for an additional 980 **835** hours to be worked within the 12-month appointment period, for Jacquelyn Clarkson in the unclassified WAE position of Project Advisor, effective June 4, 2014. **State Civil Service recommends approval for additional hours, effective June 4, 2014 and does not cover any hours worked over 1245 prior to this date.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS AMENDED FOR AN ADDITIONAL 835 HOURS TO BE WORKED WITHIN THE 12-MONTH APPOINTMENT PERIOD.**
- 3) Request of LSUHSC – New Orleans to establish Premium Pay in the amount of \$1.20 per hour, for all hours worked, for Food Service Specialist 1 positions, in accordance with State Civil Service Rule 6.16(a), effective June 9, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Request of the Department of Transportation and Development for Premium Pay of up to \$2.00 per hour, for all hours worked, for professional accountants, in accordance with State Civil Service Rule 6.16(a), effective July 1, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 5) Request of the Southeast Louisiana Flood Protection Authority – West to establish a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34, effective June 4, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Request of the Louisiana State Employees' Retirement System (LASERS) to establish a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34. **State Civil Service recommends approval with an effective date of June 4, 2014.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**
- 7) Consideration of the Minutes of the Commission Meeting held on May 7, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**

8) Report on Evaluation Reports Issued

Human Resources Evaluation Reports:

- Department of Corrections - Administration
- Louisiana State Board of Nursing

(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

- 9) Request of the Department of Public Safety and Corrections, Corrections Services to amend its Optional Pay policy, in accordance with State Civil Service Rule 6.16.2, effective June 4, 2014. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 10) Request of the Central Louisiana Technical Community College, Department of Facilities and Risk Management to speak to the Commission regarding the outsourcing of custodial and grounds maintenance services. Commission Action Required. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **REQUEST WAS WITHDRAWN BY THE AGENCY.**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, JUNE 4, 2014

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 11) Public hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular 2014-014.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**
- ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A THROUGH E, WITH EXHIBITS A & B BEING CONTINGENT UPON GOVERNOR'S APPROVAL; AND THE EFFECTIVE DATE OF ALL EXHIBITS TO BE SET BY DIRECTOR NO SOONER THAN TEN (10) DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.**
- 12) Request of the Department of Public Safety for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 430 hours to be worked within the 12 month appointment period, for Paul Maranto in the classified WAE position of Investigative Specialist 2, effective June 4, 2014. State Civil Service recommends approval for additional hours, effective June 4, 2014 and does not cover any hours worked over 1245 prior to this date. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**
- 13) Request of the Department of Culture, Recreation and Tourism to amend its Optional Pay policy under the provisions of State Civil Service Rule 6.16.2, effective June 4, 2014. State Civil Service

recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 14) Request of the Division of Administration for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the state classified service, (1) State Procurement Transformation Project Director, to be effective June 4, 2014 through June 3, 2016. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 06-04-14 #14** as the reference when transmitting this information.)
- 15) Request of the Department of Education for authority to amend five (5) previously approved exemptions from the classified service, under the provisions of State Civil Service Rule 4.1(d)2, to be effective July 1, 2014 through November 5, 2017. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 16) Request of the Department of Culture, Recreation and Tourism to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 4, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 17) Request of the Department of Culture, Recreation and Tourism to establish an Attainment of Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective June 4, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 18) Request of the Department of Revenue to establish a Premium Pay policy, for all hours worked, for employees who perform specific productivity duties in the Revenue Processing Center, in accordance with State Civil Service Rule 6.16(a), effective June 23, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
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- Director's Report

- ***DIRECTOR SHANNON TEMPLET REQUESTED APPROVAL TO PROMULGATE A PROPOSED RULE CHANGE TO STATE CIVIL SERVICE RULE 17.6 AND SET FOR PUBLIC HEARING AT THE JULY COMMISSION MEETING.***

THE COMMISSION UNANIMOUSLY DENIED THE REQUEST TO PROMOLGATE PROPOSED CHANGES TO STATE CIVIL SERVICE RULE 17.6.

- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals, pending litigation concerning the Commission, and Personnel matters. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS, PENDING LITIGATION CONCERNING THE COMMISSION AND PERSONNEL MATTERS.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:10 A.M. ON WEDNESDAY, JUNE 4, 2014.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN